

<h1 style="text-align: center;">基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <h3 style="text-align: center;">~ <u>OKINAWA WIDE</u> ~</h3>		広報番号 : Announcement No.	OKI-USNH-011-09
		募集締切日: Closing Date	30 Mar 09
		発行日: Date of Issue	19 Mar 09
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>2</u>) <p style="text-align: center;">File Clerk, #0075 ファイルクラーク</p>		募集人数 No. of Recruitment <p style="text-align: center;">1 名</p>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) <i>Current USFJ Employees in Okinawa ONLY</i>
<input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical			
2.部隊 Activity: U.S. Navy Hospital, Okinawa Directorate for Administration Patient Administration 勤務場所 Working Place: Camp Lester		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent ***** 応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed. 提出された応募書類はお返ししません Submitted applications will not be returned. *****	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: MON-FRI 勤務時間・休憩 Work Hours/Recess Period: 0730-1630/1200-1300 <input type="checkbox"/> 夜勤 Night Shift <input type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached.			
7.資格要件/身体条件 Qualification/Physical Requirements Basic Requirement: a. At least one year of general work experience or completion of 2-years junior college/2-years of technical school or 4-year degree in any field. In addition to the Basic Requirement, applicant: b. Must have the ability to communicate in English both orally and written. (LAD 2 or above) c. Must have the ability to use PC and related soft ware (Word & Excel). d. Must have the ability to conduct independent research of directives, roles and regulations. e. Must have background in clerical or administration and filing/tracking of materials. Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : No		免許証/修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
*印の記入は <input checked="" type="checkbox"/> 英語で English * <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil <input checked="" type="checkbox"/> 英語の能力を証明するもの(写し) Anything to certify English Proficiency (Copy). <input type="checkbox"/> 日本政府発行の普通自動車運転免許証の写し Copy of GOJ ordinary Driver's License <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use

担当部署／担当者名 POC POC: MS. KYAN DSN:634-6717	通勤圏内 MLC/IHA 従業員：嘉手納基地内 Bldg#3596 海軍人事課、キャンプフォスター内 Bldg# 4 9 0 AAFES 人事課、又はキャンプフォスター内 Bldg# 4 9 5 海兵隊人事課にて受け付けています。 Please submit the application to Bldg#3596 Navy SHRO on Kadena AB, Bldg#490 AAFES or Bldg#495 CHRO on Camp Foster.	
		PD is accurate and current. Certified by Activity
		HRO

TASK LIST

1. Files loose outpatient medical documents in respective medical records/charge-out forms. 85%
2. Pulls records for patient appointments. 10%
3. Verifies correctness of patient identification, by consulting locator file system, to discern correct location of records for forwarding of loose medical documents. 5%
4. Performs other related or incidental duties as assigned.